

Approved For Release :

211R000200190017-0

RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH

November 1958

I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	64	567	
2. RECORDS ACCESSIONED	746	4,083	39,583
3. RECORDS DISPOSED OF AT CENTER	49	972	3,920
4. RECORDS TRANSFERRED FROM CENTER	142	425	8,233
5. RECORDS HOLDINGS	27,430		
6. DISTRIBUTION MATERIAL RECEIVED	213	1,136	22,948
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	57	439	6,234
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	64	249	3,970
9. DISTRIBUTION MATERIAL HOLDINGS	*12,744		
10. TOTAL HOLDINGS	40,174		

II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	1,128	5,630	59,652
12. INFORMATIONAL REQUESTS	212	1,658	6,854
13. INFORMATION REPORTS	172	1,024	
14. INTELLIGENCE REPORTS	3,379	21,918	
15. ADMINISTRATIVE ISSUANCES	2,655	5,757	
16. TOTAL	7,546	35,987	

III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	22,112	75,269	
B. RETURNS	3,377	17,518	
18. ADMINISTRATIVE ISSUANCES	1,448	14,978	
19. TOTAL	26,937	107,765	

IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE	
20. OZALID	906	4,045	
21. PHOTOCOPY	22	617	
22. DITTO	14	290	
23. TOTAL	942	4,952	

V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
24. TOTAL CAPACITY	71,250	✓
25. UTILIZED	40,174	✓
26. COMMITTED	9,759	✓
27. AVAILABLE	21,317	✓